

Mrs. PRAMILA P
B.com, PGDHRM, (MBA)
Permanent and Present address
38/22, 11TH Cross, Manorayana
Palya, R T Nagar Post,
Bangalore – 560032.
Mobile:**9880566596**
Email:pradan.2029@gmail.com

Objectives:

To adept in multitasking and obtain a challenging position in the field of HR(human Resource Management broadly statutory compliance, legal compliances as per Shops and Factory Act) that will enhance my skills and offer the opportunity for growth and development.

Education Qualification & Certifications

- MBA – In Progress (Karnataka State Open University 2021)
- PGDHRM – Bangalore university aggregating 53.13%(2017-2018)
- Bachelor of Commerce – MES college Aggregating 70.5%(2001-2004)
- PUC- MES College aggregating (2001)77.33%
- SSLC – Seshadripuram Girls High School Aggregating(1999) 84.35%

Professional Experience

1. APPLO COMPUTER EDUCATION

Designation: Office Admin

Duration: 2008-2009

- ✓ Worked as Office Admin

2. R K MANAGEMENT SERVICES

Consultants in personnel management & Labour Law

Designation: Senior HR Executive

Duration: November 2012-Till date

Experienced and self-Motivated with 10 Years of experience in the field of Human Resources with strong interpersonal and communication skills together with the ability to discharge multiple responsibilities efficiently in the field of HR and skills of HR statutory compliance in the specialization areas and maintained knowledge of benefits, leave and other compliance effectively as per the requirements of the clients.

- ✓ Working on clients requirements
- ✓ Managed clients payroll processing.
- ✓ Maintaining all statutory records as per factories act and shops act under statutory legal compliances.
- ✓ Processing the benefits, leave, and payroll paper work ensuring compliance with various law and regulatory mandates.
- ✓ Online registration of Karnataka shops and Commercial establishment license new registration, renewals and Amendments under the said Act.
- ✓ Online registration of Factories and Plan approvals, renewals, amendments under the said act.
- ✓ Online registration, Renewal Amendment under state and central BOCW and CLRA Act.
- ✓ PF, ESI and PT new registration and amendments under the said Acts.
- ✓ Filing of Monthly, quarterly, half yearly and annual returns as per factories Act, Karnataka shops and commercial establishments act, BOCW Act, CLRA Act, PF, ESI and PT and submitting the required returns to the concerned offices.
- ✓ Handling and resolving the issues under PF act and ESIC Act, CLRA Act and BOCW Act and PCB.
- ✓ Assisting the employees with PF online Claims, Partial withdrawal, Transfer, UAN activation and other UAN Related problems and also with Employees ESI benefits

AREA OF EXPERIENCE:

- ✓ Attendance/Time Office Management
- ✓ Leave Application documentation.
- ✓ Computation / Calculation of EL,SL, and CL
- ✓ Up-dating of leave records
- ✓ Prepare and Issue of Payroll to Accounts
- ✓ Full and final settlement finalization Periodical Documentation of Records & Reports under factory act and Karnataka shops and commercial establishments
- ✓ Maintaining Statutory compliances records and also filing returns under PF, ESIC , PT , Factory Act, Karnataka shops and Establishment ,PT, BOCW and CLRA Act.

Profile

Name : PRAMILA P
Husband Name : Late Mukundan N
DOB : 29/11/1983
Sex : Female / Married
Nationality : Indian
LANGUAGE : English, Kannada, Tamil, Telugu, Hindi

DECLARATION:

I hereby declare that the above given information is true to the best of knowledge and belief.

Date:**(P PRAMILA)**